



Application Form 2020

Thank you for applying for a position with Starcatchers. Your details will be treated in the strictest confidence.

In the interest of equal opportunities we want to ensure that information about candidates is provided in the same format, therefore all applicants are required to complete our application form as CVs will not be accepted. If you are unable to complete this form please contact us to make alternative arrangements.

Starcatchers welcomes applications from all sections of our community. We also ask all candidates to complete a short equal opportunities survey on Survey Monkey so we can anonymously collect information to enable us to monitor the effectiveness of our equal opportunities policy. This information is anonymously stored and for statistical purposes only. Please follow this link to complete the survey – <https://www.surveymonkey.com/r/RTPD8XK>

Please complete this form in black to allow for photocopying.

Details of Vacancy

| | |
|---|--|
| Position Applied for: | |
| Where did you first hear about this vacancy? (please specify) | |

Personal Details

| | |
|---|---|
| Full Name: | |
| Address: (including postcode) | |
| Telephone (home): | |
| Telephone (mobile): | |
| E-mail Address: | |
| National Insurance Number: | |
| Do you require a work permit to work in the United Kingdom? | Yes No (delete as applicable) |



Education

Please give details of qualifications gained including subject and grades.

| School/College/University | Dates Attended | Qualifications Gained |
|---------------------------|----------------|-----------------------|
| | | |

Please note, Starcatchers may request evidence of any qualification you have given above before making an appointment.

Training

Please give details of any other relevant training or membership of any professional bodies including dates acquired/renewed.

| Course | Organising Body | Dates Attended |
|--------|-----------------|----------------|
| | | |



Employment

Please give details of your employment and work experiences, including relevant unpaid/voluntary work, starting with the most recent roles. If you need to include details of further roles you could copy and add additional sections to the table or add an additional page at the end of this section.

| Current/Most Recent Employment | |
|---|--|
| Job Title: | |
| Employer's Name: | |
| Employer's Address: | |
| Start & End Dates: | |
| Salary: | |
| Notice Required: | |
| Reason for Leaving: | |
| Brief Outline of Duties and Responsibilities: | |

| Previous Employment | |
|---|--|
| Job Title: | |
| Employer's Name: | |
| Employer's Address: | |
| Start & End Dates: | |
| Salary: | |
| Reason for Leaving: | |
| Brief Outline of Duties and Responsibilities: | |



| | |
|---|--|
| | |
| Job Title: | |
| Employer's Name: | |
| Employer's Address: | |
| Start & End Dates: | |
| Salary: | |
| Reason for Leaving: | |
| Brief Outline of Duties and Responsibilities: | |
| Job Title: | |
| Employer's Name: | |
| Employer's Address: | |
| Start & End Dates: | |
| Salary: | |
| Reason for Leaving: | |
| Brief Outline of Duties and Responsibilities: | |
| Job Title: | |
| Employer's Name: | |
| Employer's Address: | |
| Start & End Dates: | |
| Salary: | |
| Reason for Leaving: | |
| Brief Outline of Duties and Responsibilities: | |

Statement in Support of Application

Address: G26 Main Building, 1 Summerhall, Edinburgh EH9 1PL

Telephone: 0131 290 2560 Email: info@starcatchers.org.uk

Company No. SC392561, Charity No. SC042222



Please supply a statement in support of your application. This will help us identify how your particular skills match up to the requirements of the role. It is therefore important that you tell us as much as possible about yourself in relation to all the items listed in the person specification. Please write no more than two sides of A4.



References

Please give the names and addresses of two referees, one of whom should be your present or most recent employer. Your references will only be contacted following an offer of employment.

| | | | |
|-----------------|--|-----------------|--|
| Name: | | Name: | |
| Occupation: | | Occupation: | |
| Address: | | Address: | |
| Telephone: | | Telephone: | |
| E-mail Address: | | E-mail Address: | |

Specific Requirements

We aim to promote equal opportunities. If you require any assistance or special arrangements to attend an interview, please specify this to the person who contacts you to arrange the interview.

Data Protection

By providing the information contained within this application form you are consenting to its use for the purpose of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment procedures. If your application is unsuccessful, your details will be retained for six months.

Starcatchers Privacy Policy can be downloaded on our website.

Declaration

I confirm that the information contained in this form is true and complete. I understand that this information will be treated as part of any subsequent contract of employment and that if it is found that any statements are false or misleading, I am liable to be dismissed from Starcatchers. employment.

Signature: _____

Date:

Please return your completed form by e-mail to judith.walsh@starcatchers.org.uk by 5pm on the closing date.